

This Emotional Intelligence (EI) self-assessment and user guide were created by Meaghan Ruddy, MA, PhD, BCC as an outcome of working with the Society for Teachers of Family Medicine Faculty for Tomorrow Taskforce between June of 2015 and June of 2017.

The assessment and its domains are based on the EI work of Daniel Goleman.

The assessment is based on a 1-5 scale where 1 signals an area of need and 5 signals an area of strength. The domains of the questions are:

1. Self-Awareness
  - a. Realistic self-confidence
  - b. Emotional insight
2. Self-Management
  - a. Resilience
  - b. Emotional balance
  - c. Self-motivation
3. Relationship Skills
  - a. Compelling communication
  - b. Team playing

An online version of this self-assessment complete with suggestions for further learning can be found [here](#).

## Self-Assessment

Please assign a letter to the following statements based on this scale:

A = Very much like me

B = Somewhat like me

C = Neutral

D = Not like me

E = Very much not like me

1. External feedback validates my understanding of my strengths.
2. I tend to be confident in my performance regardless of other's opinions.
3. I have been told I am not as good at something as I think I am.
4. I am aware when I am in over my head.
5. I tend to know when I need help.
6. I rarely feel like I could use some help.
7. I generally feel good about my work performance and feedback has supported this feeling.
8. I ask for help when I need it.
9. I'm a do-it-all-myself kind of person. I know I'll do it right.
10. I get angry for reasons I don't fully understand.
11. I am very aware of my emotional triggers.
12. I am aware of the role emotions play in my behaviors.
13. I am able to remain calm under pressure.
14. I tend to get upset when I'm under stress.
15. I recover quickly from challenging moments.
16. I am easily upset.
17. I tend to replay problematic moments over and over.
18. I never hold a grudge.
19. People tend to look to me for reassurance.
20. Others tell me my presence helps to keep them calm.
21. Others seem to act nervously around me.
22. I am able to react appropriately even when I'm feeling upset.
23. I rarely lose my cool.

24. I sometimes lash out at others.
25. I usually finish what I start even if it takes a while.
26. I am able to maintain my vision of my future regardless of setbacks.
27. I get derailed easily.
28. I tend to take the path of least resistance, even if it means losing sight of my goals.
29. People have told me they appreciate my ability to think clearly.
30. I know when the person I'm talking to doesn't understand my point.
31. I never know if people understand me or not.
32. I've been told I'm persuasive.
33. People have told me I'm funny, in a good way.
34. People say I'm easy to be around.
35. I often have problems working in groups.

### Scoring

Where A=5, E=1 so the scores are A=5, B=4, C=3, D=2, E=1.

Where A=1, E=5 so the scores are reversed.

C always =3.

Score your responses then add all scores and divide by 35 for total EI. Domain specific scores can be averaged as well to discern with more detail your level of EI.

### Realistic self-confidence

1. A=5
2. A = 1
3. A = 1
4. A = 5
5. A = 5
6. A = 5
7. A = 5
8. A = 5
9. A = 1

### Emotional Insight

10. A = 1
11. A = 5
12. A = 5

### Resilience

13. A = 5
14. A = 1
15. A = 5
16. A = 1
17. A = 1

- 18. A = 5
- 19. A = 5
- 20. A = 5
- 21. A = 1

Emotional balance

- 22. A = 5
- 23. A = 5
- 24. A = 1

Self-motivation

- 25. A = 5
- 26. A = 5
- 27. A = 1
- 28. A = 1

Compelling communication

- 29. A = 5
- 30. A = 5
- 31. A = 1
- 32. A = 5

Team playing

- 33. A = 5
- 34. A = 5
- 35. A = 1

## Comments for responses

### 1. Self-awareness: Realistic self-confidence

- a. You understand your own strengths and limitations;
  - i. I am aware of what I am good at.
    1. External feedback validates my understanding of my strengths. VMLM=5
    2. I tend to be confident in my performance regardless of other's opinions. VMLM = 1
    3. I have been told I am not as good at something as I think I am. VMLM = 5
  - ii. I am aware of what I need help with.
    4. I am aware when I am in over my head. VMLM = 5
    5. I tend to know when I need help. VMLM = 5
    6. I rarely feel like I could use some help. VMLM = 1
- b. you operate from competence and know when to rely on someone else on the team.
  7. I generally feel good about my work performance and feedback has supported this feeling. VMLM = 5
  8. I ask for help when I need it. VMLM = 5
  9. I'm a do-it-all-myself kind of person. I know I'll do it right. VMLM = 1
- c. COMMENTS (for section average)
  - i. 4-5 = You understand your own strengths and limitations; you operate from competence and know when to rely on someone else on the team. Excellent! You have a high degree of realistic self-confidence and know when the input of others might further the cause. Stay grounded!
  - ii. 1-3 = It seems as though you may not be completely in touch with the realities regarding your performance. Not to worry; you're not alone and it is correctable! Diversity means strength, and not only in genetics. Asking for help is a sign of strength as well, despite what you may have heard. (You may want to review information on the Dunning-Kruger effect.)

## 2. Self-awareness: Emotional insight

- a. You understand your feelings. Being aware of what makes you angry, for instance, can help you manage that anger.

10. I get angry for reasons I don't fully understand. VMLM = 1

11. I am very aware of my emotional triggers. VMLM = 5

12. I am aware of the role emotions play in my behaviors. VMLM = 5

### b. COMMENTS

- i. 4-5 = You understand your feelings. Being aware of what makes you angry, for instance, can help you manage that anger. Excellent work! You seem to have steady insight into the workings of your emotions including your triggers, and may have great coping strats. Maybe you can even share them (gently) with colleagues!
- ii. 1-3 = It seems as though sometimes your emotions may get the better of you. There are things we all can do to get better at upregulating our more helpful reactions and downregulating our less helpful ones. There are a lot of good resources online, but the first step is awareness. Give this a try: think of the most recent time you experienced a less than helpful emotion - one that in hindsight got in the way of making a better decision. Really think about it. What was happening to physiologically? Where were you? Go back a little further into the memory to before experiencing the emotion. Identify the circumstances that led to what you experienced. Name them and claim them - welcome to your triggers! If you know what gets you going you can search for helpful exercises to mitigate the unhelpful reactions. Then practice, practice, practice.

## 3. Self-management: Resilience

- a. You stay calm under pressure and recover quickly from upsets.

13. I am able to remain calm under pressure. VMLM = 5

14. I tend to get upset when I'm under stress. VMLM = 1

15. I recover quickly from challenging moments. VMLM = 5

- b. You don't brood or panic.

16. I am easily upset. VMLM = 1

17. I tend to replay problematic moments over and over. VMLM = 1

18. I never hold a grudge. VMLM = 5

- c. In a crisis, people look to the leader for reassurance; if the leader is calm, they can be, too.

19. People tend to look to me for reassurance. VMLM = 5

20. Others tell me my presence helps to keep them calm. VMLM = 5

21. Others seem to act nervously around me. VMLM = 1

d. COMMENTS

- i. 4-5 = You stay calm under pressure and recover quickly from upsets. You don't brood or panic. In a crisis, people look to the leader for reassurance; if the leader is calm, they can be, too. Grit, resilience, naturally ability to rebound from problems - whatever you call it, you've got it! Leadership awaits you if it hasn't found you already!
- ii. 1-3 = A growth mindset is not the only thing one can use to be successful, but it helps. Look for research by Carol Dweck for more information on that. Remaining cool under pressure is something people look for in leaders. Resilience is highly correlated to emotional insight so chances are good that getting more acquainted with what tends to throw you off will assist with being able to bounce back more quickly and effectively. Then practice, practice, practice.

4. Self-management: Emotional balance

- a. You keep any distressful feelings in check — instead of blowing up at people, you let them know what's wrong and what the solution is.

22. I am able to react appropriately even when I'm feeling upset. VMLM = 5

23. I rarely lose my cool. VMLM = 5

24. I sometimes lash out at others. VMLM = 1

b. COMMENTS

- i. 4-5 = You keep any distressful feelings in check — instead of blowing up at people, you let them know what's wrong and what the solution is. Balance is tricky but you manage it. Well done!!
- ii. 1-3 = Balance is tricky, in work, life, and emotions. One way to maintain a level head is to be forthright about what we're feeling and what is causing us to feel a certain way. Sometimes we lash out because our circumstances lack the psychological safety to have mature conversations about what is



going on both externally and internally. Reflect on times when you've lost your cool and identify what caused it to happen. Then search for tips on how to regain your composure on those situations and/ or how to prevent it from happening in the first place. Then practice, practice, practice.

#### 5. Self-management:Self-motivation

- a. You keep moving toward distant goals despite setbacks.

25. I usually finish what I start even if it takes a while.

26. I am able to maintain my vision of my future regardless of setbacks.

27. I get derailed easily.

28. I tend to take the path of least resistance, even if it means losing sight of my goals.

#### b. COMMENTS

i. 4-5 = You keep moving toward distant goals despite setbacks. You are a model of goal-setting mastery. Your self-motivation is likely to be contagious - pass it on!!

ii. 1-3 = You may not have finished everything you started but you can still get it done! Coaching is an excellent resource for goal setting and attainment. Find a coach online (look for someone certified as an ACC, PCC, MCC or BCC), or find a mentor or colleague willing to take with you regularly about identifying your goals, associated action steps and, most importantly, help you stick to a timeline!

#### 6. Relationship skills:Compelling communication

- a. You put your points in persuasive, clear ways so that people are motivated as well as clear about expectations.

29. People have told me they appreciate my ability to think clearly.

30. I know when the person I'm talking to doesn't understand my point.

31. I never know if people understand me or not.

32. I've been told I'm persuasive.

#### b. COMMENTS

i. 4-5 = You put your points in persuasive, clear ways so that people are motivated as well as clear about expectations. People come to you for advice, for a sounding board, for mentoring and coaching...and if they don't, they will! You're a compelling communicator!

- ii. 1-3 = People deride communications as a discipline but being a good communicator makes a world of difference in a lot of ways. There is a book called *Conversational Intelligence* by Judith Glaser that might be helpful, or you can search for tips on what good communicators do and how to emulate them. Then practice, practice, practice!

#### 7. Relationship skills: Team playing

- a. People feel relaxed working with you. One sign: They laugh easily around you.
  - 33. People have told me I'm funny.
  - 34. People say I'm easy to be around.
  - 35. I have had problems working in groups.

#### b. COMMENTS

- i. 4-5 = People feel relaxed working with you. One sign: They laugh easily around you. People want you on their team and no wonder! You know the value of a good team and are likely looked to for leadership when needed. Way to go!!
- ii. 1-3 = Many people struggle with teamwork. Roles can be ill-defined and tricky to navigate. Maybe you've gotten this far by doing it on your own and are not exactly sure how a team is supposed to make things better. Whatever the reason, you're not alone!! Teams can be challenging but more often than not there is no way of getting around them. Reflect on your experiences in teams, both good and not so good, and find ways to capitalize on the good (maybe more humor?) and minimize the bad (poor communication?).